



Departmental Quarterly Performance Report

Department Name: Procurement Management

**Reporting Period:
2002-2003
2nd quarter**

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|--|---|
| <p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p>Initiative: Generate savings through contract negotiations and improved procurement methods and practices. Goal is to generate total savings to County in FY02-03 of \$15 million.</p> <p>Status: 2nd quarter savings generated a total of \$18.8 million which is recoverable over the duration of the total contract years.</p> | <p><u>X</u> <i>Strategic Plan</i> <u>X</u> <i>Business Plan</i> <u>X</u> <i>Budgeted Priorities</i> ___ <i>Customer Service</i> ___ <i>ECC Project</i> ___ <i>Workforce Dev.</i> ___ <i>Audit Response</i> ___ <i>Other</i> _____ <i>(Describe)</i></p> |
| <p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Initiative: Increase vendor participation in the County's procurement processes to enhance competition and inclusion and reduce prices. Goal is to increase the number of enrolled vendors from 2011 to 2400 by end of FY02-03; continuing vendor outreach and educational program activities and participating in community outreach meetings.</p> <p>Status: Projections exceeded goal for 2002-2003 by end of 2nd quarter. Enrollment was increased from 2011 to 2553. Participated in 90 community outreach activities in 2nd quarter. Total activities exceed projection of 60 activities for 2nd quarter.</p> | <p><u>X</u> <i>Strategic Plan</i> <u>X</u> <i>Business Plan</i> ___ <i>Budgeted Priorities</i> ___ <i>Customer Service</i> ___ <i>ECC Project</i> ___ <i>Workforce Dev.</i> ___ <i>Audit Response</i> ___ <i>Other</i> _____ <i>(Describe)</i></p> |
| <p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p>Initiative: Eliminate the number of unjustified bid waiver and sole source acquisitions to reduce number of bid waiver and source acquisitions by 10%.</p> <p>Status: The SAP Division identified approximately 117 contracts, previously listed as sole source and bid waiver acquisitions that now will be openly competed when they expire. This represents a 24% reduction.</p> | <p><u>X</u> <i>Strategic Plan</i> <u>X</u> <i>Business Plan</i> ___ <i>Budgeted Priorities</i> ___ <i>Customer Service</i> ___ <i>ECC Project</i> ___ <i>Workforce Dev.</i> ___ <i>Audit Response</i> ___ <i>Other</i> _____ <i>(Describe)</i></p> |
| <p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p>Initiative: Increase the average number of responses received with each solicitation for bids and RFP's to enhance competition and reduce prices. Goal is to Increase the average number of responses received by 8% for RFP's and by 10% for ITB's.</p> <p>Status: 2nd Quarter RFP responses average four per solicitation, consistent with 1st Quarter responses, and 2nd Quarter ITB responses average 5.2 per solicitation, consistent with 1st Quarter responses.</p> | <p><u>X</u> <i>Strategic Plan</i> <u>X</u> <i>Business Plan</i> ___ <i>Budgeted Priorities</i> ___ <i>Customer Service</i> ___ <i>ECC Project</i> ___ <i>Workforce Dev.</i> ___ <i>Audit Response</i> ___ <i>Other</i> _____ <i>(Describe)</i></p> |
| <p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p>Initiative: Reduce the number of annual contract extensions by 15%, from</p> | <p><u>X</u> <i>Strategic Plan</i> <u>X</u> <i>Business Plan</i> ___ <i>Budgeted Priorities</i></p> |

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| <p>an average of 466 extensions (116 per quarter) to 396 (99 per quarter) by end of FY02-03.</p> <p>Status: 95 contract extensions were approved during the 2nd Quarter. This represents an 18% reduction in contract extensions.</p> | <p><input type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____</p> <p>(Describe)</p> |
| <p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <u>Technology</u> <i>Fiscal Responsibility</i></p> <p>Initiative: Develop alternative procurement methods through the use of alternative and innovative procurement methods.</p> <p>Status: DPM is participating in a national association of government agencies and purchasing officials, known as U.S. Communities, to leverage the purchasing power of government agencies throughout the country. On April 23, 2002, the Board granted approval for the advertisement of a solicitation co-sponsored by US Communities for the purchase of photocopiers for the County. The contract has been awarded and will go into effect in June 2003. Additionally, DPM hosted several web-based reverse auctions which have yielded an estimated savings of \$177,000.</p> <p>Finally, in February 2003, DPM was conferred the Outstanding Agency Accreditation Achievement Award from the National Institute of Governmental Purchasing (NIGP), one of only twenty counties in the entire United States receiving this commendation.</p> | <p><input type="checkbox"/> <i>Strategic Plan</i></p> <p><input type="checkbox"/> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input checked="" type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____</p> <p>(Describe)</p> |
| <p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p>Initiative: Implement and further enhance procurement procedural efficiencies and resources by amending portions of the County Code governing the procurement process.</p> <p>Status: DPM has hired an Assistant Director of Business Process, who will be charged with the task of revising the County Code. This process will begin June 2003.</p> | <p><input type="checkbox"/> <i>Strategic Plan</i></p> <p><input type="checkbox"/> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input type="checkbox"/> <i>Customer Service</i></p> <p><input checked="" type="checkbox"/> <i>Workforce Dev.</i></p> <p><input checked="" type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____</p> <p>(Describe)</p> |

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| <p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <u>Technology</u> <i>Fiscal Responsibility</i></p> <p>Initiative: Creation of Technical Services/Information Systems Division to (a) manage the development and implementation of e-Procurement initiatives; (b) implement version 5.1 of the County's Advanced Purchasing and Inventory Control System (ADPICS); and (c) manage the internal MIS functions.</p> <p>Status: The new division has been established, the Division Director has been appointed, and the newly formed IT Procurement Unit is now reporting to this Division.</p> | <p><u> </u> <i>Strategic Plan</i></p> <p><u> </u> <i>Business Plan</i></p> <p><u> </u> <i>Budgeted Priorities</i></p> <p><u> </u> <i>Customer Service</i></p> <p><u> X </u> <i>Workforce Dev.</i></p> <p><u> X </u> <i>ECC Project</i></p> <p><u> </u> <i>Audit Response</i></p> <p><u> </u> <i>Other</i> _____ (Describe)</p> |
| <p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Initiative: Introduce legislative and system improvements strengthening the use of full and open competition. Implement the role of the Competition Advocate in order to increase competition and participation by small and minority businesses.</p> <p>Status: The Competition Advocate was recruited by DPM in December 2001 and is charged with evaluating all County contract solicitations to challenge any unnessesary restrictions and promote full and open competition. The department created the Strategic Acquisition Planning (SAP) Division, including the newly formed Non-Competitive Acquisition (NCA) Unit, to strengthen the use of full and open competition and achieve further negotiated savings and improved contract terms and conditions.</p> | <p><u> </u> <i>Strategic Plan</i></p> <p><u> </u> <i>Business Plan</i></p> <p><u> </u> <i>Budgeted Priorities</i></p> <p><u> </u> <i>Customer Service</i></p> <p><u> X </u> <i>Workforce Dev.</i></p> <p><u> X </u> <i>ECC Project</i></p> <p><u> </u> <i>Audit Response</i></p> <p><u> </u> <i>Other</i> _____ (Describe)</p> |
| <p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p>Initiative: Review and evaluate the 2% surcharge on purchases made by other jurisdictions utilizing Miami-Dade County established contracts.</p> <p>Status: The surcharge fee program expired in April 2003. The Department developed a replacement program, User Access Rebate Program (UARP), that allows for revenue sharing with municipalities and provides a more efficient and effective collection of fees due to the County, while enabling other jurisdictions to make purchases from County established contracts. This replacement program passed Committee review in March 2003 and is pending approval by the BCC.</p> | <p><u> </u> <i>Strategic Plan</i></p> <p><u> </u> <i>Business Plan</i></p> <p><u> </u> <i>Budgeted Priorities</i></p> <p><u> </u> <i>Customer Service</i></p> <p><u> </u> <i>Workforce Dev.</i></p> <p><u> X </u> <i>ECC Project</i></p> <p><u> </u> <i>Audit Response</i></p> <p><u> X </u> <i>Other- Revenue Source</i> (Describe)</p> |
| <p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <u>Technology</u> <i>Fiscal Responsibility</i></p> <p>Initiative: Coordinate IT purchases with the CIO's working group on procurement of IT goods and services.</p> <p>Status: Effective November 18, 2002, all IT and communications purchasing activities were transferred to the newly formed IT Procurement</p> | <p><u> </u> <i>Strategic Plan</i></p> <p><u> </u> <i>Business Plan</i></p> <p><u> </u> <i>Budgeted Priorities</i></p> <p><u> X </u> <i>Customer Service</i></p> <p><u> X </u> <i>Workforce Dev.</i></p> <p><u> X </u> <i>ECC Project</i></p> <p><u> </u> <i>Audit Response</i></p> |

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| Unit in DPM. The Unit is currently staffed at 75%. | <i>Other</i> <i>(Describe)</i> |
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| <p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Initiative: Amend County's Affirmative Action Ordinance to recognize a firm's compliance with federal affirmative action standards, reduce delays in contract awards and increase vendor participation and competition in County solicitations.</p> <p>Status: DPM and DBD met and it was concluded that the County's current legislation is adequate.</p> | <p><u> </u> <i>Strategic Plan</i></p> <p><u> </u> <i>Business Plan</i></p> <p><u> </u> <i>Budgeted Priorities</i></p> <p><u> </u> <i>Customer Service</i></p> <p><u> </u> <i>Workforce Dev.</i></p> <p><u> X </u> <i>ECC Project</i></p> <p><u> </u> <i>Audit Response</i></p> <p><u> </u> <i>Other</i> _____</p> <p style="text-align: center;"><i>(Describe)</i></p> |
| <p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p>Initiative: Merge Administrative Orders 3-2, 3-4 and 3-16 in order to clarify and reform procurement processes into one comprehensive Procurement Administrative Order and obtain additional efficiencies through uniformity, increased thresholds and clarification of procedures.</p> <p>Status: The consolidated "Master" Procurement Administrative Order was favorably recommended with amendments by the Budget and Finance Committee and approved by the Board of County Commissioners on May 6, 2003. The new A.O. reflects the \$1 million delegated procurement authority recently approved by a separate ordinance for ITB's and RFP's, and increased the Small Purchase Order (SPO) authority for departments from \$5,000 to \$10,000. DPM Procurement Guidelines have been revised in association with the new A.O. and will be distributed to all users. Workshops to explain the new A.O. and guidelines have been scheduled for late May 2003.</p> | <p><u> </u> <i>Strategic Plan</i></p> <p><u> </u> <i>Business Plan</i></p> <p><u> </u> <i>Budgeted Priorities</i></p> <p><u> X </u> <i>Customer Service</i></p> <p><u> </u> <i>Workforce Dev.</i></p> <p><u> X </u> <i>ECC Project</i></p> <p><u> </u> <i>Audit Response</i></p> <p><u> </u> <i>Other</i> _____</p> <p style="text-align: center;"><i>(Describe)</i></p> |
| <p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Initiative: Streamlining of affidavits and the vendor registration process.</p> <p>Status: Affidavits and vendor registration are now required only at the end of the procurement process, as a condition of award, with the exception of disclosures required at the time of bid submission pursuant to the provisions of the County Code. DPM is proposing legislation that will further streamline business processes for vendors by extending affidavit renewal to a minimum of 3 years.</p> | <p><u> </u> <i>Strategic Plan</i></p> <p><u> </u> <i>Business Plan</i></p> <p><u> </u> <i>Budgeted Priorities</i></p> <p><u> X </u> <i>Customer Service</i></p> <p><u> </u> <i>Workforce Dev.</i></p> <p><u> X </u> <i>ECC Project</i></p> <p><u> </u> <i>Audit Response</i></p> <p><u> </u> <i>Other</i> _____</p> <p style="text-align: center;"><i>(Describe)</i></p> |
| <p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <u>Technology</u> <i>Fiscal Responsibility</i></p> <p>Initiative: Enhance current services provided to user departments, vendors and the public via the Internet. The goal is to increase the number of bid announcements issued via e-mail from 3,500 to 4,000 per month in order to reduce the cost of mailing bid announcements and to enhance and encourage competition in the bid process. Furthermore, DPM and ITD have entered into an interdepartmental contract to provide additional e-Procurement solutions.</p> | <p><u> X </u> <i>Strategic Plan</i></p> <p><u> X </u> <i>Business Plan</i></p> <p><u> </u> <i>Budgeted Priorities</i></p> <p><u> X </u> <i>Customer Service</i></p> <p><u> </u> <i>Workforce Dev.</i></p> <p><u> X </u> <i>ECC Project</i></p> <p><u> </u> <i>Audit Response</i></p> <p><u> </u> <i>Other</i> _____</p> <p style="text-align: center;"><i>(Describe)</i></p> |

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Status: Phase 1 of DPM's e-Procurement initiative went live in July 2002 and has been very successful. Phase 2 was completed in November 2002, and Phase 3 is in the analysis stage. Phase 3 will focus on preparation and distribution of award sheets, online quote requests and automation of portions of the vendor registration process. An average of 5,200 bid announcements were issued via e-mail in the 2nd Quarter alone. This exceeds the projection of 4,000 per month.

Analysis also underway to develop an automated process that allows users to view award sheet information, enable DPM to issue RFP's online and allow vendors to submit their responses electronically.

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|---|---|
| <p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p>Initiative: Consolidate contracts of similar nature handled by the IT Procurement Unit. Goal is to expedite the procurement process by minimizing DPM workloads through review, categorization and consolidation of 30 IT contracts into 15 contracts in FY02-03.</p> <p>Status: The consolidation of contracts is underway. So far, during the first Quarter, we have combined three contracts into one, and combined two contracts into one, in the I.T. field.</p> | <p><u> X </u> <i>Strategic Plan</i> <u> X </u> <i>Business Plan</i> <u> </u> <i>Budgeted Priorities</i> <u> </u> <i>Customer Service</i> <u> X </u> <i>Workforce Dev.</i> <u> </u> <i>ECC Project</i> <u> </u> <i>Audit Response</i> <u> </u> <i>Other</i> _____ <i>(Describe)</i></p> |
| <p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Initiative: Continue to improve communication and customer service to user departments by: increasing on-site visits by DPM staff to user departments, maintaining current levels of service provided by the Department Director to user departments, continuing training classes, and providing support to user departments to enhance the effective use of ADPICS, as well as developing a process for advanced acquisition planning for all procurements over \$500,000, and developing and implementing usage of five (5) “Roadmaps” by County staff.</p> <p>Status: The goal is to conduct 15 site visits per quarter. During the 2nd Quarter, the Bids and Contracts Division conducted 11 site visits, the RFP Unit conducted 25 site visits and the ADPICS Unit conducted 2 site visits and held 3 ADPICS training workshops for user departments. To date, One (1) “Roadmap” has been completed and others are being developed.</p> | <p><u> X </u> <i>Strategic Plan</i> <u> X </u> <i>Business Plan</i> <u> </u> <i>Budgeted Priorities</i> <u> X </u> <i>Customer Service</i> <u> </u> <i>Workforce Dev.</i> <u> </u> <i>ECC Project</i> <u> </u> <i>Audit Response</i> <u> </u> <i>Other</i> _____</p> |
| <p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Initiative: Continue to provide educational and technical assistance to vendors and potential vendors through the Outreach Program by conducting bi-monthly workshops explaining ITB and RFP preparation and submittal processes.</p> <p>Status: DPM Conducted seven ITB and RFP workshops during the 2nd quarter and to date has trained 1,204 vendors and potential vendors.</p> | <p><u> X </u> <i>Strategic Plan</i> <u> X </u> <i>Business Plan</i> <u> </u> <i>Budgeted Priorities</i> <u> X </u> <i>Customer Service</i> <u> </u> <i>Workforce Dev.</i> <u> </u> <i>ECC Project</i> <u> </u> <i>Audit Response</i> <u> </u> <i>Other</i> _____</p> |

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PERSONNEL SUMMARY

A. Filled/Vacancy Report

| NUMBER OF FULL-TIME POSITIONS* | Filled as of September 30 of Prior Year | Current Year Budget | Actual Number of Filled and Vacant positions at the end of each quarter | | | | | | | |
|--------------------------------|---|---------------------|---|--------|-----------|--------|-----------|--------|-----------|--------|
| | | | Quarter 1 | | Quarter 2 | | Quarter 3 | | Quarter 4 | |
| | | | Filled | Vacant | Filled | Vacant | Filled | Vacant | Filled | Vacant |
| | *98 | **112 | *** 99 | 13 | 87 | 14 | | | | |

Notes: * Includes 10 filled positions that were transferred to the Capital Improvement Construction Coordination (CICC) Office on January 6, 2003.

Notes: ** Includes 14 positions (10 filled/4 vacant) that were transferred to the Capital Improvement Construction Coordination (CICC) Office on January 6, 2003.

Notes: *** 1st quarter filled positions include 10 employees that were transferred to the Capital Improvement Construction Coordination (CICC) Office on January 6, 2003.

B. Key Vacancies:

- Assistant Director, DPM Business Process: Candidate Selected – Effective Date: June 2, 2003

Additional Vacancies Remaining:

| <i>Position</i> | <i>Division/Section</i> | <i>Status</i> |
|--------------------------------------|-------------------------|--|
| (SPA1) ADPICS Mgr. | Technical Services | Reclass will sub existing position (AO2) for the proposed SPA1 |
| Sr. Systems Analyst/Programmer | Technical Services | In-station from CIO, E-Gov, etc. |
| Systems Analyst/Prog. 1 | Technical Services | In-station from CIO, E-Gov, etc. |
| Computer Tech 2 | Technical Services | In-station from CIO, E-Gov, etc. |
| Clerk 3 | Bids & Contracts | TBH: 06/23/03 |
| Sr. Procurement Agent (Construction) | Bids & Contracts | TBH: 05/12/03 |
| Sr. Procurement Agent (Automotives) | Bids & Contracts | TBH: 05/12/03 Carlos Vacancy |
| Sr. Procurement Agent | Bids & Contracts | TBH: 09/30/03 |

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|--------------------------------------|--------------------|---------------------------------------|
| Sr. Procurement Agent (IT Team) | Tech Services Div. | TBH: 05/12/03 Mirta Vacancy |
| Sar. Procurement Agent (Non-Comp) | Tech Services Div. | TBH: 05/12/03 Diane Vacancy |
| Sr. Procurement Agent (Team 3) | Bids & Contracts | TBH: 05/12/03 Rudy Vacancy |
| Clerk 2 | Administration | TBH: 04/21/03 |
| Procurement Contracting Officer | RFP Unit | TBH: 05/12/03 Negotiations Overage |

C. Turnover Issues:

Senior Procurement Agent: *There are currently six (6) vacancies – and an additional two (2) are expected by next quarter.*

D. Skill/Hiring Issues:

Senior Procurement Agent: *There is a disparity in the salary ranges for the Senior Procurement Agent position, when compared to other salaries of governmental entities for similar classifications. DPM has noticed in our recent recruitments that the salary in place for the Sr. Procurement Agent is hindering the qualified applicant pool being considered for these vacancies.*

E. Part-time, Temporary and Seasonal Personnel. (Including the number of temporaries long-term with the Department)

(Not Applicable)

F. Other Issues

(Not Applicable)

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Financial Summary

| | PRIOR YEAR | CURRENT FISCAL YEAR | | | | | | |
|----------------------|---------------|----------------------------------|-------------------------|--------------|--------------|--------------|--------------------|--------------------------|
| | | Total Annual Budget (a) | 2 nd Quarter | | Year-to-date | | | |
| | | | Budget (b) | Actual (c) | Budget | Actual | \$ Variance (d) | % of Annual Budget |
| Revenues | | | | | | | | |
| Proprietary | 539 | 400 | 100 | 53 | 200 | 100 | (99) | 25.23% |
| CICC Transfer | | 1,108 | | | | | | |
| Capital Working Fund | | 503 | 126 | | 252 | | (252) | |
| GF Transfer | 6,678 | 4,496 | 1,124 | | 2,248 | | (2,248) | |
| Carryover | | | | | | | | |
| Total | 7,217 | 6,507 | 1,350 | 53 | | 100 | (2,599) | |
| Expense* | | | | | | | | |
| DPM | 5,401 | 5,399 | 1,350 | 1,214 | 2,700 | 2,769 | (69) | 51.28% |
| ADPICS | 1,010 | | | 203 | | 454 | (454) | |
| CICC | 758 | 1,108 | | 56 | 277 | 279 | (2) | 25.21% |
| Total | 7,169 | 6,507 | 1,350 | 1,473 | 2,977 | 3,502 | (525) | |

* Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).

Equity in pooled cash (for proprietary funds only)

| Fund/ Subfund | Prior Year | Projected at Year-end as of | | | |
|------------------|------------|-----------------------------|-----------|-----------|-----------|
| | | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 |
| | | | | | |
| | | | | | |
| Total | | | | | |

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Comments:

(a) Budget excludes ADPICS as this funding is provided as a mid-year adjustment. Budget includes CICC function.

(b) 2nd Quarter Budget reflects 1/4th of total budget amounts. Staff associated with the CICC function transferred on January 6, 2003. The budget for this function has been removed for the 2nd quarter budget. The ADPICS budget to be transferred as a mid-year adjustment.

(c) Actual CICC expenses for the 2nd quarter to be transferred to that department. No expenses to be reflected after the January 6, 2003 transfer of staff.

Actual revenue is lower than expected due to a decrease in surcharge revenue. This revenue is expected to increase with the implementation of the User Access Rebate Program, a proposal to be considered by the BCC in the 3rd quarter.

Additionally, revenue to be generated from savings as a result of contract improvements and negotiations is expected to offset this shortfall. Second quarter actual DPM expenses are down from the 1st quarter where numerous one-time expenses were incurred, e.g. Worker Comp., General Public Liability, an unexpected termination payment and elections payroll expenses.

d) Proprietary revenue variance due to reduction in surcharge revenue as explained under note c. Capital Working Fund variance due to pending funds to be provided at the end of the fiscal year. The General Fund variance is due to the pending transfer of funds to be provided at mid-year (for ADPICS), and at the end of the year for DPM operations. Expenditure variance for ADPICS is due to the pending approval of the budget at mid-year.

STATEMENT OF PROJECTION AND OUTLOOK

The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:

Notes and Issues:

Surcharge revenue is lower than expected. Additionally, prior year expenditures which will be paid in the current fiscal year will result in additional expenses. The Office of Management and Budget and the County Manager's Office determined that revenue generated from savings as a result of contract improvements and negotiations by DPM will offset this shortfall and additional expenditures.

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

Signature

Department Director

Date _____